

Arts Organization Development Program

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The information contained in this booklet pertains to the **Arts Organization Development Program**. If you have questions about other Council programs please contact Council staff at (517) 241-4011. You may also want to attend one of our program workshops. For people who are deaf or hard of hearing, Council staff may be reached by TTY at (517) 373-1592.

TENTATIVE AGENDA - Dates and Times subject to change !
For more information, contact Council staff at (517)241-4011

City	Date	Time	Location	Address	Phone
Battle Creek	3/04/03	11:00AM	United Arts Council	51 W. Michigan Ave.	(269) 441-2700
Detroit	3/05/03	11:00 AM	College for Creative Studies	201 E. Kirby	(313) 664-7458
Port Huron	3/06/03	11:00 AM	St. Clair Co. Community College Room 150 M-Tec Building	323 Erie Street	(810) 989-5709
Marquette	3/11/03	10:00 AM	Marquette Arts & Culture Ctr.	217 North Front	(906) 228-0472
Ontonagon	3/11/03	6:00 PM	Village Council Chambers	315 Quartz Street	(906) 884 2305
Escanaba	3/12/03	6:00 PM	Wm. Bonifas Fine Arts Center	700 First Avenue South	(906) 786-3833
St. Ignace	3/13/02	6:00 PM	St. Ignace MS Cafetorium	840 Portage Rd.	(906) 643-8145
Alpena	3/17/03	2:00 PM	Alpena County Public Library	211 N. First Street	(989) 356-6188
Bay City	3/18/03	11:00 AM	Hist. Museum of Bay County	321 Washington St.	(989) 893-5733
Lansing	3/19/03	10:00 AM	Michigan Library & Hist. Center	702 W. Kalamazoo	(517) 241-4011
Cadillac	3/25/03	1:00 PM	Cadillac Wexford Cnty. Library	411 S. Lake Street	(231) 775-6541
Muskegon	3/26/03	9:00 AM	Muskegon Museum of Art	296 W. Webster Ave.	(231) 720-2570
Grand Rapids	3/26/03	2:00 PM	Meijer Gardens & Sculpture Park	1000 E. Beltline NE	(616) 957-1580



PROGRAM GUIDELINES

FY 2004

Arts Organization Development

Introduction

The State of Michigan Council for Arts and Cultural Affairs (MCACA), a bureau of the Michigan Department of History, Arts & Libraries serves to encourage, develop and facilitate an enriched environment of artistic, creative cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- Demonstrates the importance of arts and culture in daily living
- Provides broad public access to arts and cultural activities
- Strengthens arts and cultural education
- Supports those who create, present or produce quality arts and cultural projects
- Encourages innovation
- Celebrates diversity
- Facilitates delivery of arts and cultural resources statewide
- Enhances the state's quality of life

This booklet contains requisite information, and forms to help qualified organizations apply for funding in the **Arts Organization Development Program**. Funding through this program supports activities which will take place between Oct. 1, 2003 and Sept.30, 2004.

Other MCACA Programs

Anchor Organizations
Artists in Residence
Arts and Learning
Arts Projects
Big Culture Lesson
Capital Improvements
Cultural Projects
Local Arts Agencies & Services
Partnerships
Regional Regranting
Rural Arts & Culture

The Arts Organizational Development Program provides funding for professional, small to mid-sized arts producing organizations to acquire special skills to strengthen their **administrative** infrastructure (see page 4 for more information). There are two categories within this program:

A - Strategic Planning

B - Administrative Development

Strategic Planning - applicants can request up to \$10,000 to work with professional consultant(s) to develop a business/strategic plan to address governance, board development, financial systems, reporting and internal controls, public relations, marketing, personnel management, fundraising,

program development and/or other organizational areas.

Administrative Development - applicants can request up to \$25,000 per year for a maximum of three years in this category. Projects in the Administrative Development category are limited to those that improve or strengthen an organization's human, financial or communication infrastructure. *This program is **not** designed to fund projects that address an organization's **artistic** development or capacity building. Acceptance in the first year does not guarantee funding in subsequent years.*

Thank you for your interest in applying for a MCACA grant. For more information contact Council staff at (517) 241-4011. For people who are deaf or hard of hearing, Council staff may be reached by TYY at (517) 373-1592.

Arts Organization Development Program

at a Glance

- ✓ This program is intended to help improve the infrastructure of professional arts-producing organizations with annual budgets of less than \$250,000, through the funding of administrative development and capacity-building projects.

To be Eligible...

- ✓ Applicants must be incorporated, tax-exempt organizations
- ✓ Applicants with unmet obligations on prior grants i.e., late/incomplete reports *may not* apply (Please contact MCACA staff if you are concerned about a prior grant)
- ✓ **SEE PAGE FOUR FOR ADDITIONAL PROGRAM ELIGIBILITY REQUIREMENTS**

Funding Basics...

- ✓ Funding up to \$10,000 is available for Strategic Planning Grants
- ✓ Funding up to \$25,000 is available for Administrative Development Grants
- ✓ A cash match of at least 50% of the request amount is required
- ✓ Grant recipients in the Administrative Development category are required to increase their level of matching funds in each of the three years (see page 5)
- ✓ Funded projects must be completed within the MCACA Fiscal Year, 10/1/2003 - 9/30/2004
- ✓ Applicants may apply to more than one Council program. However, the Council reserves the right to limit the number of grant awards to any one applicant
- ✓ Only one application may be submitted for the same project or activity in a fiscal year

Deadline...

- ✓ Applications must be postmarked no later than May 1, 2003
Hand delivered applications must be in MCACA offices by 5-1-03 at 4:00 p.m.
Late applications will *NOT* be accepted or reviewed.

- ✓ Metered mail is NOT acceptable

- ✓ An application fee of 1% of request or \$100, whichever is less, is required.
This fee is subject legislative change at any time.

Send your completed application to:

**MCACA
Arts Org. Development Program
P.O. Box 30706
Lansing, MI 48909-8206**

Program Description

Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria.) Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xxx), may not apply in this grant category. State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

Arts Organization Development Program Eligibility Requirements

Organizations which meet the following criteria may apply:

- Have a primary organizational mission of producing and/or presenting arts and cultural programming
- Have produced or presented in each of the three fiscal years prior to fiscal year 2003
- Projecting a FY 2004 organizational operating budget with fewer than \$250,000 of cash expenses
- Have paid administrative staff, sufficient to satisfy program requirements
- Have the following financial reports, included with this application:
 - Strategic Planning category applicants must include: Review of Financial Statements (Review)
 - Administrative Development category applicants must include: Audit (Full Audit)

The above financial document must have been prepared by an independent Certified Public Accountant, be no more than two fiscal years old, and must accompany your application (Attachment 11). Form 990s, Accountants' Compilations, and Financial Statements will not satisfy the requirements for Attachment 11.

NOTE: Organizations may be funded in **four out of five consecutive fiscal years** in the Arts Organization Development Program. Of those five years, organizations may be funded once in the Strategic Planning category; up to three years of funding in the Administrative Development category may follow. Strategic Plans must accompany Administrative Development applications and may not be more than 3 years old. If an organization is funded for Strategic Planning followed by 3 consecutive years of Administrative Development, they must 'sit out' the fifth year before applying again in the AOD Program.

Arts Organization Development Program Funding Purposes

Strategic Planning:

This category is for funding an organization's strategic planning process. Projects must be specific, with as much detail as possible describing timeline, consultant candidate(s), board commitment, etc. Applicants may apply and be funded in the Strategic Planning category no more than once in any five year period.

Administrative Development:

Projects in the Administrative Development category of the program must relate to the organization's administrative (rather than artistic) development or capacity building. This category of Arts Organization Development is for funding projects that improve the organization itself. It is *not*, however, for funding artistic activities directly.

Through an organization's strategic planning process, goals and activities should be identified as crucial, in order for the organization to progress. It is from this list of underlying primary goals that Administrative Development projects should emerge. The percentage of the organization's resources spent on those identified goals make up the Administrative Development project and its budget.

Administrative Development projects may include only those that strengthen an organization's human, financial or communication infrastructure. They must be clearly identified in the organization's Strategic Plan, which must be submitted as part of the application packet (Attachment 12). Projects must be specific, detailing purpose, expected outcomes, timelines, personnel, and relationship/impact on the organization's artistic and overall operation. Note: If Strategic Plans have been updated, revised, updated documents must be included.

Applicants may apply and be funded in each of three years in the Administrative Development category. Funding in one year does not ensure funding in subsequent years. Eligibility requirements must be met each year that an applicant requests funding in this program.

Program Description

This program assists cultural and arts organizations with demonstrated commitment to artistic excellence and organizational standards, in order to achieve improved levels of financial and administrative stability. It also assists with developing specific strategies to improve management practices, eliminate deficiencies and plan carefully to achieve long-range program objectives.

Funded Organizations

- Develop appropriate and feasible plans for their organizations' and artists' futures
- Use public dollars to leverage private support of their operations
- Implement strategic plans and sound business practices
- Implement activities to stimulate local economic opportunities and diversify revenue sources
- Improve and expand delivery of services

NOTICE

The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or are limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

- 1) **Documentation of a demonstrated benefit to the community at large**
- 2) **Provide documentation of community involvement in the planning/implementation of the project**
- 3) **Include letters of support from community organizations**

The maximum request for funding in the Arts Organization Development Program is: \$10,000 in the Strategic Planning category; \$25,000 in the Administrative Development category.

Funding - "Match"

All council programs require that the applicant supply a level of "matching funds" or funds available to them through other sources. **Minimum Match and Examples:**

Strategic Planning Category Example

MCACA Grant request	\$10,000
Overall match (1 to 1)	\$10,000
Applicant cash minimum (50% of match)	\$5,000
Applicant In-kind (50% of match)	\$5,000
Total project budget	\$20,000

Administrative Development Category, Year-One Example

MCACA Grant request	\$25,000
Overall match (1 to 1)	\$25,000
Applicant cash minimum (50% of match)	\$12,500
Applicant In-kind (50% of match)	\$12,500
Total project budget	\$50,000

Administrative Development Category, Year-Two Example

MCACA Grant request	\$25,000
Overall match (2 to 1)	\$50,000
Applicant cash minimum (50% of match)	\$25,000
Applicant In-Kind (50% of match)	\$25,000
Total project budget	\$75,000

Administrative Development Category, Year-Three Example

MCACA Grant request	\$25,000
Overall match (3 to 1)	\$75,000
Applicant cash minimum (50% of match)	\$37,500
Applicant In-Kind (50% of match)	\$37,500
Total project budget	\$100,000

Program Description

Funding - “Uses”

Strategic Planning Category

Council Funding MAY be used for...

- \$ Consultants’ fees, travel and expenses directly related to the Strategic Planning project
- \$ Employee/staff salaries for the percentage of time spent directly on the Strategic Planning project
- \$ Supplies and materials for planning, conducting, documenting, communicating, and/or evaluating the Strategic Planning project
- \$ Space rental for the percentage of time spent on the Strategic Planning process
- \$ Independent CPA fees to conduct the Review of Financial Statements (or a Full Audit)

Council Funding MAY NOT be used for...

Council funding for the Strategic Planning category of the Arts Organization Development Program may not be used for activities other than those listed above. Expenses ineligible for Council funding, but directly related to the Strategic Planning project, may be paid for by the organization, as part of its cash match.

Administrative Development Category

Council Funding MAY be used for...

- \$ Consultants’ fees, travel and expenses directly related to the Administrative Development project
- \$ Salaries for percentage of time spent by employee/staff directly on Administrative Development project
- \$ Supplies, materials and services (including materials’ production and mailing costs) relating directly to the Administrative Development project
- \$ Space rental for the percentage of time spent directly on the Administrative Development project
- \$ Independent CPA fees to conduct the Full Audit

Council Funding MAY NOT be used for...

- ✗ ARTISTIC ACTIVITIES (Note: if consultants or employees who are artists are involved and paid as part of the Administrative Development project, those fees or wages for the Administrative Development project may be paid for with Council funds.)
- ✗ Any costs not directly related to the Administrative Development project including, but not limited to:
 - ✗ Costs associated with the start-up of an organization*
 - ✗ Costs incurred prior to the grant starting date*
 - ✗ Projects that take place outside the state, foreign travel or out-of-state travel
 - ✗ Consultants who are members of an applicant’s staff or board*
 - ✗ Payments to students
 - ✗ Indirect costs (charges made by an organization to cover the management or handling of grant funds)*
 - ✗ Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant*
 - ✗ Projects for which more than one Council grant is requested*
 - ✗ Operating costs not associated with the project*
 - ✗ Regranting or subgranting by the applicant or other organizations*
 - ✗ Purchase awards, cash prizes, scholarships, contributions or donations*
 - ✗ Food or beverages for hospitality
 - ✗ Entertainment or reception functions*
 - ✗ Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*
 - ✗ Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit*
 - ✗ Creation of textbooks / classroom materials*
 - ✗ Curriculum development, in service, or curricular activities*
 - ✗ Scholarly or academic research, tuition, and activities, which generate academic credit or formal study toward an academic or professional degree*
 - ✗ Capital equipment or expenses*

(Note: Expenses ineligible for Council funding, but directly related to the AOD project, may be paid for by the organization, as part of its cash match.)

* - Activities that may not be included in the project budget

Program Description

Other Information - “Community”

The term “community” refers to a local, regional or statewide interactive group of people inhabiting a geographical area or linked by common social or economic circumstances, etc. The meaning of “community”, in the context of this program, may be different for every applicant and will depend on how each “community” defines itself. In general, community organizations include: arts councils, arts agencies and commissions; multi-arts presenters; arts centers; non-arts community organizations, such as chambers of commerce and other civic groups; senior centers, neighborhood organizations, fraternal and ethnic organizations; and local government arts and cultural agencies.

Note: For the purposes of these guidelines, an underserved community is defined as one in which people lack access to arts and cultural programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term “community” can refer to a group of people with common heritage or characteristics, whether or not living in the same space. “Underserved counties” are defined as counties identified by the Council (See pg. 20 of the application instructions).

Applicants to this program must:

- 1) Thoroughly define the “community” it intends to serve;
- 2) Demonstrate recognition/support by its “community”;
- 3) Demonstrate significant community involvement in all aspects of the project and/or service;
- 4) Demonstrate its commitment to the arts.

Application Fee

Applicants are required to pay an application fee for each submitted application. The check should: Be made out to the **State of Michigan; stapled to the application cover page and placed inside Envelope #1.** Applicants must provide a non-refundable fee of \$100 or 1% of the grant request, whichever is less. The check must be submitted with the application, in order to be processed. Applications without the application fee will not be considered for funding. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

Waiver Requests

Organizations seeking a waiver of any portion of the general or the specific program guidelines, must do so in writing by **April 16, 2003**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council’s Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted prior to action by the Executive and Budget Committee will be processed pending action. If the waiver is not approved, application review will be terminated.

“Accessibility”

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location AND content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring persons with disabilities will be able to participate in the program.

Funding

This program is designed to support the Council’s goals of sustaining diverse cultural expression, fostering greater understanding of the arts and preserving our cultural heritage.

The Council’s expectation projects funded through the Arts Organization Development Program will improve organizations which:

- ^ foster activities of the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan
- ^ make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan
- ^ support activities that create a greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance
- ^ promote the development of business skills and the management capabilities of community arts-producing and presenting organizations
- ^ reach new audiences; spur local economies; increase audience access, diversity, size or participation in the arts; market and promote the arts
- ^ foster collaborations and partnerships between arts and cultural organizations, local governments, business and community leaders.

Grantee Requirements

Grantees must confirm project / program implementation plans and, if requested, revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations", includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$300,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts".

Grantees must assure the Council that professional performers and related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National

Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations", A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit interim or quarterly reports.

Review & Evaluation

The review of grant applications is done on three levels: the Staff level, the Peer Panel Review Level, and the Council level.

Council Staff

- Assigns an application number and sends notification of application receipt (if you do not receive notification within three weeks of the application deadline date, contact Council staff)
- Assigns the application to an ad hoc review panel, which includes a primary and a secondary application reviewer responsible for in depth application evaluation
- Issues notification of scheduled ad hoc review committee meetings
- Convenes ad hoc review meetings
- Documents and verifies ad hoc review panel findings
- Evaluate applicant compliance with Michigan Equal Opportunities Standards
- Prepares ad hoc review panel recommendations for Council consideration

Ad Hoc Review Panels

All applications are reviewed and evaluated by arts education, cultural and business professional in Ad Hoc Advisory Review Panel meetings.

Only materials submitted with the application by the deadline, will be considered by the panel.

The meetings are open to the public. Applicants may attend, but in most cases, cannot participate in committee discussions. Applicant attendance is encouraged, but is not mandatory.

The Ad Hoc Advisory Review panel will score applications based on the individual program criteria.

The Council

The Michigan Council for Arts and Cultural Affairs is made up of 15 members who are appointed by the Governor. Final funding determinations are made by the Council. Council Committees review tentative funding recommendations, based on the scores and recommendations provided by the Ad Hoc Review Panels. The committees consider Council priorities and make recommendations to the Council.

The Council reviews funding recommendations, and approves the final funding plan. They base their decisions on recommendations of the Ad Hoc Review Panel, committee comments, equitable geographic distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission, programs and services of the applicant in

the context of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

Review Criteria

Applications to the Arts Organizational Development Program will be reviewed according to the following criteria, with each criterion carrying a specific point value used to score the application. The questions posed within these four groups are used by peer reviewers as the primary tool to evaluate your proposal.

Each peer reviewer will determine whether the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Organization's Commitment to Artistic Quality, Support of Artists, and Arts Education/Cultural Awareness

35 points

Is there clearly stated evidence of the organization's commitment to--

- artistic quality, through organizational leadership and activities, as evidenced by high artistic standards, repertoire, critical reviews, and involvement of high-caliber professional artists?
- supporting professional and community Michigan artists, through direct financial support, indirect assistance, service, and exposure?
- selecting suitable and qualified artistic decision makers?
- promoting arts education and expanding cultural awareness through audience development?
- appropriateness and inclusiveness in the artistic selection process?
- quality, in the application's documentation materials?

Community Planning, Involvement and Impact

25 points

Is there a clear demonstration of commitment to--

- increasing and sustaining public and private awareness, access, education, and funding of arts and culture through the organization's efforts and leadership?
- effectively involving board, staff, volunteers and user-constituents in organizational planning discussions?
- including input from the community-at-large, such as the educational community, businesses, associations, public agencies and officials, and/or other arts and cultural groups, in organizational planning discussions?
- increasing and sustaining broad-based support from the community, including numbers of donors, volunteers, program participants, in-kind contributions, etc.?

For Strategic Planning Category:

- Is there evidence of the anticipated impact on the community, as well as the organization, from the strategic planning grant's outcomes?

For Administrative Development Category:

- Is there the ability to effectively plan for stability and longevity as evidenced by a board-approved, multi-year business/strategic plan which includes mission, goals, measurable objectives, strategies, and projected budgets and evaluation methods?
- Is there evidence of a plan to expand partnerships and collaborate with a broad range of community components in the implementation of the business/strategic plan?

Review Criteria

Management Efficiency, Fiscal Integrity, Matching Funds, and Economic Development

20 points

Is there clear demonstration of the organization's ability to--

- manage day-to-day operations through staffing , budgeting, evaluation, and management control?
- raise the required matching funds to support the organization , as evidenced by earned and unearned support (private, corporate, or foundation) and detailed budget itemization?
- stimulate community economic growth and revitalization by jobs creation, jobs retention, and other ancillary economic benefits?
- are the consultant(s) who will assist in managing this project qualified and appropriate for the proposed project and the organization?

Project Feasibility

20 points

Is the organization--

- prepared to undertake the proposed project (either strategic planning or administrative development), in addition to performing its regular/ongoing programming and activities?
 - prepared to implement an effectively developed project, as described in this application, and evidenced by a realistic and detailed timeline and plan of work?
 - prepared to complete the project within the approved grant period?
 - likely to see the project through in a manner that can be expected to be successful, in an overall sense?
- For Administrative Development category:**
- Does the project described in this application reflect the highest administrative priority of the organization (eligible for funding through this program)? If the goals of this project are different than those indicated in the Strategic Plan, are the changes feasible and appropriate?
 - Will successfully implemented projects in each succeeding year of the 3-Year Administrative Development category, ensure a stronger, more self-reliant, sustainable organization?

Proposal Narrative Instructions

The Project Narrative is vitally important to the peer panel reviewers, as it tells the story of your project and includes details such as the ‘who, what, when, where, why, and how much’. The narrative should be written so that it can be easily understood by someone not familiar with the applicant organization or geographic location. Please be concise and to the point.

Compose the narrative, by including an abbreviated version of the Project Summary (from page 1 of the application form) followed by the remaining numbered items (#1-#4 below) which correspond to the program’s review criteria. Incorporate answers to issues/questions listed under each review criteria (pages 10 and 11), as well as other pertinent information including items listed below, in the body of the narrative text.

Narrative Formatting

Narrative must be typed single spaced, on 8½” x 11” sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum of 1” margin on each edge of the page. **Failure to adhere to formatting criteria may result in a loss of points.**

Submit no more than 6 narrative sheets and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

Program Narrative Summary

On the front page of the application you must provide a detailed description of the specific activities for which funding is requested (who, what, when, where, why, and how). A very brief summary of this description may be included at the beginning of your Narrative. Indicate how the project relates to the mission and/or goals of the organization.

1. Organization’s Commitment to Artistic Quality, Support of Artists, and Arts Education/Cultural Awareness (35 points)

Describe the organization’s philosophy, standards and commitment to artistic quality including processes, policies and procedures (repertoire, selection, jurying system, cultural diversity, etc.). Discuss how the artistic community is supported and how arts education and cultural awareness are addressed by the organization.

2. Community Planning, Involvement and Impact (25 points)

Describe the organization’s planning process, policies and procedures. Indicate key participants in the development of business/strategic plans. Describe collaborations with other community groups and local government agencies to develop community cultural plans to stimulate economic development. Discuss how the community was involved in the development of this project. Demonstrate community support of the organization and this project. **Note:** The organization’s business/strategic plan should include: mission, goals, measurable objectives,

strategies for implementation, resource allocation, budget projections and evaluation methods for the planning period.

3. Management Efficiency, Fiscal Integrity, Matching Funds, and Economic Development (20 points)

Describe the level of efficiency and professionalism within the organization. Demonstrate the ability to raise matching funds for this grant request. Discuss the project’s economic impact on the organization, the artistic community and community in general. Identify the consultant(s) and their role in the project.

4. Project Feasibility (20 points)

Address the organization’s ability to handle activities associated with this project, while providing programs and support functions necessary in meeting the mission/goals of the organization. Describe the project timeline, how it was developed, and why it is realistic to expect successful completion during the grant period. For Administrative Development category, identify the organizational goals being addressed in this project and whether they differ from priority goals identified in the Strategic Plan. Address other factors that indicate the project’s likelihood of success.

NOTE: Remember, the attachments outlined on pages 17 and 18 of the application instructions, relate in various ways to the review criteria. Complete the checklist (section 7) of the grant application to ensure all the attachments have been included.

Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The Guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

The codes requested in the application may be found in the Codes/Definitions (pages 20-27) section of this booklet. Separate applications must be completed for each grant request. The grant application may be duplicated.

Section 1 / Cover Page

The cover page provides a receipt record for Council use, serves as notification to you of receipt of your application, and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Describe what will be accomplished by this project. Include a project synopsis with timeline, number and types of activities for which MCACA funding is being requested. Use only the space provided. If the project is funded, this will be the basis for your grant contract language.

Program Category

Indicate if you are applying for a Strategic Planning or an Administrative Development grant. If you are applying in the Administrative Development category, indicate if this is for year one, two or three.

Section 2 / Applicant Information

Name, Address and Telephone Number

Enter the legal name, other commonly used name, website (if applicable), official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. S/he cannot be the Project Director.

Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

County Code

Refer to County Codes (page 20) in this booklet. Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Federal Identification Number

Enter the applicant organization's 9-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Helpful Hints....

When filling out your application don't forget to speak to the specific criteria the peer review panel will use judge your application. Clearly explain the public benefit of your project. Remember, Good planning makes successful projects.

Application Instructions

Status Code

Refer to Status Codes in this booklet (pages 21). Enter the 2-digit code which indicates the applicant organization's legal status. If it is a non-profit organization, add the letter which describes it.

Institution Code

Refer to Institution Codes in this booklet (pages 22-24). Enter a code to identify the applicant organization.

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

Helpful Hints....

Provide relevant and concise information in the resumes and bios of key project personnel. Check for typos and double check the accuracy of all mathematical calculations.

Applicant's Primary Discipline Code

Refer to Discipline Codes in this booklet (pages 24-25) and enter the code which best describes the applicant organization's primary area of work.

Grantee Race Code

Refer to Grantee Race Code in this booklet (page 27). Enter the one code that best represents 50 percent or more, based on code description for applicant organization.

Section 3 / Project Information

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). Cannot be the Authorizing Official.

Activity/Project Title

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2003 through September 30, 2004.

Project's Primary Discipline Code

Refer to Discipline Codes in this booklet (pages 24-25) and enter the code which best describes the primary discipline of your project.

If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance; a training conference for performing arts presenter trustees should be coded 14 Multi disciplinary.

Application Instructions

Project Race/Ethnicity Code

Refer to the Project Race/Ethnicity Codes in this booklet (page 27). Enter a code to reflect grant activities.

Type of Activity Code

Refer to Activity Codes in this booklet (page 26) and enter the code which best describes what you plan to do in your project.

Arts Education Code

Refer to Arts Education description and Codes listed in this booklet (page 27). If your project fits the definition of arts education, select and enter the appropriate code.

Project Descriptors

Refer to the Project Descriptors (page 27) in this booklet that comprise a significant portion (50 percent or more) of the grant's resources activities. Select and enter all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding activities, enter "-1".

Project County Codes

Refer to the County Codes in this booklet (page 20) to describe the location of the project. The applicant organization's location and the project location may differ. Enter all county codes that apply. Region codes are no longer valid.

Section 4 / Summary Information

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a / Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b / Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in THIS PROJECT as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter amount paid to Michigan artists involved in THIS PROJECT as providers of art or artistic or cultural services.

Artists Participating

Enter the total number of artists involved in THIS PROJECT as providers of art, artistic or cultural services (this total number should include Michigan artists).

Helpful Hints....

Clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.

Application Instructions

Amount Paid to Artists

Enter the total amount to be paid to artists involved in THIS PROJECT as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists.)

Individual Benefitting Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Helpful Hints....

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, prior MCACA funding does not ensure continued support.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project.

Section 4c / ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5 / Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions. Note: this must be the budget for the project that you are describing in your application and for which you are requesting funding.

A detailed itemization must be provided as Attachment #2. See instructions for Budget Itemization. The Budget Itemization must follow the same format as the Sample Itemization in this booklet (pages 30-31) and include all sub-totals and totals.

Revenue

Include all earned and unearned revenue for THIS PROJECT. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Application Instructions

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match. After completing project budget, Section 5, transfer requested information to Budget Summary (Section 4a).

Section 6 Assurances

Please review carefully. Provide the signature of the authorized official; include the meeting and signing date.

Section 7 Attachments/Checklist

The Attachments/Checklist must be submitted with your application.

ATTACHMENTS INSTRUCTIONS

The Attachments must be submitted with your application.

Attachment #1, Proposal Narrative -See *Proposal Narrative Instructions*, page 12, as well as *Review Criteria* introduction, page 10.

Attachment #2, Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to consultants and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. **Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a “p” or “c”, next to the dollar amount.** The itemization of all consultants’ payments should identify consultants or groups of consultants who will be paid by name, and the fee for each (the fee for a group of consultants, along with the type and number to be paid, may be substituted for the list of names). The itemization must be accurate and balance with the projected budget in section 5. **Note:** all budget figures from Section 5 and Budget Itemization (Attachment #2) refer to the project described in the application, for which funding is being requested.

Attachment #3, Organizational History

In not more than one page, please provide a brief description of the applicant organization, including history and activities. Be sure to include the organization’s mission statement.

Attachment #4, Proof of Tax Exemption Status

Provide proof of tax exempt status. A 501(c)(3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan non-profit incorporation, articles of incorporation, by-laws, proof of sales tax exemption. Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

Attachment #5, Project Self-Assessment Form

Complete the Project Assessment form located in the back of the guidelines, immediately after the application form. Be sure to complete all sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project’s overall success/impact as part of the final reporting requirements.** Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

Helpful Hints....

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area.

Application Instructions

Attachment #6, List of Governing Board Members

Provide a roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

Attachment #7, Project Director's Resume or Bio

Provide a current resume of the person who will direct/ administer the project described in this application.

Attachment #8, Letters of Support

Provide as many as ten, but no fewer than three, letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

Attachment #9, Resume(s) or Bio(s) of Key Decision Makers

Provide the resumes or bios of the key project decision makers, administrators, consultants, etc. involved in this AOD project.

Attachment #10, Projected Operating Budget

Provide your organization's projected overall operating budget for the timeframe covered by this grant (10/1/03-9/30/04), and label as Attachment #10.

Attachment #11, Certified Financial Review / Review of Financial Statements (for Strategic Planning category) or Full Audit (for Administrative Development category)

Provide the appropriate document (depending on which category you are applying in). The Review or Audit must have been prepared by an independent certified public accountant and be no more than three fiscal years old. Form 990s, Accountants' Compilations, and Financial Statements will not satisfy this requirement.

Attachment #12, Strategic Plan (for Administrative Development category applications)

Provide your organization's Strategic Plan, which should not be more than three years old.

Informational Attachments

The Michigan Council for Arts and Cultural Affairs is asking organizations to provide information in the form of an attachment, in order to better judge the current arts and cultural environment in Michigan. The information organizations provide in following attachment **will not impact scores or funding, positively or negatively.**

Attachment #13, Informational Attachment

The Council is interested in the efforts of arts and cultural organizations to: enhance after school programs, strengthen communities and impact economic development. Does your organization have programs in place, or are you planning programs, that address these issues? **Are there any specific suggestions you would like to make for services or resources the Council might support you in these efforts?**

Attachment #14, Documentation

Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.), to acquaint panelists with your organization and its programs.

Helpful Hints....

Provide detailed explanations for all budget items, both cash and in-kind. The budget and the budget itemizations are for the project described in this application.

Application Instructions

Each item should be labeled and numbered in the right, top corner. Optional support materials may not exceed the following:

1. Three (3) copies of not more than five (5), one-page items (press releases, critical reviews, etc.)
 2. Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report, etc.)
- No "over-sized" (larger than 9"x12") items may be submitted.

Mailing Instructions

Applications are due by May 1, 2003 for projects beginning on or after October 1 of the same year.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted.

Applications will be evaluated by review panels as submitted. Metered mail will not be accepted as proof of meeting deadlines.

Helpful Hints....

Before mailing, make certain your application package is complete. You will not be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 7, Application Checklist, "Packaging").

Three copies of documentation requested in specific program or categories guidelines should be submitted in separate envelopes labeled with the organization's name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

Grant Application
Attn.: ARTS ORG. DEVELOPMENT
Michigan Council for Arts and Cultural Affairs
P.O. Box 30706
Lansing, MI 48909-8206

Application Definitions & Codes

Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services to all 83 counties in the State of Michigan.

Underserved Community

An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas

"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Cass	Kalkaska	Menominee	Roscommon
Alger	Clare	Keweenaw	Missaukee	Schoolcraft
Allegan	Crawford	Lake	Montcalm	Shiawassee
Antrim	Eaton	Lapeer	Montmorency	Van Buren
Arenac	Gladwin	Livingston	Monroe	Wexford
Baraga	Gratiot	Luce	Oceana	
Barry	Hillsdale	Mackinac	Ogemaw	
Bay	Ionia	Manistee	Osceola	
Benzie	Iosco	Mason	Otsego	
Branch	Iron	Mecosta	Presque Isle	

County Codes

01 Alcona	18 Clare	35 Iosco	52 Marquette	69 Otsego
02 Alger	19 Clinton	36 Iron	53 Mason	70 Ottawa
03 Allegan	20 Crawford	37 Isabella	54 Mecosta	71 Presque Isle
04 Alpena	21 Delta	38 Jackson	55 Menominee	72 Roscommon
05 Antrim	22 Dickinson	39 Kalamazoo	56 Midland	73 Saginaw
06 Arenac	23 Eaton	40 Kalkaska	57 Missaukee	74 Sanilac
07 Baraga	24 Emmet	41 Kent	58 Monroe	75 Schoolcraft
08 Barry	25 Genesee	42 Keweenaw	59 Montcalm	76 Shiawassee
09 Bay	26 Gladwin	43 Lake	60 Montmorency	77 St Clair
10 Benzie	27 Gogebic	44 Lapeer	61 Muskegon	78 St Joseph
11 Berrien	28 Grand Traverse	45 Leelanau	62 Newaygo	79 Tuscola
12 Branch	29 Gratiot	46 Lenawee	63 Oakland	80 Van Buren
13 Calhoun	30 Hillsdale	47 Livingston	64 Oceana	81 Washtenaw
14 Cass	31 Houghton	48 Luce	65 Ogemaw	82 Wayne
15 Charlevoix	32 Huron	49 Mackinac	66 Ontonagon	83 Wexford
16 Cheboygan	33 Ingham	50 Macomb	67 Osceola	99 Statewide
17 Chippewa	34 Ionia	51 Manistee	68 Oscoda	(Use for Project Activity Only)

Application Codes

Status Codes

Describes Legal Status

02 Organization / Nonprofit -- No part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

A. - An unincorporated association formed for nonprofit purpose: a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

B. - A nonprofit or not-for-profit corporation: some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

C. - A resident tax exempt (501(c)3) organization: a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

D. - A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization: a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

03 Organization - Profit; Income or assets do inure to the benefit of directors, officers, employees, or stockholders.

04 Government - Federal; To be used when the mail recipient is a unit of or individual associated with the federal government.

05 Government - State; To be used when the mail recipient is a unit of or individual associated with the state government.

06 Government - Regional; To be used when the mail recipient is a unit of or individual associated a sub-state regional government.

07 Government - County; To be used when the mail recipient is a unit of or individual associated with a county government.

08 Government - Municipal; To be used when the mail recipient is a unit of or individual associated with a municipal government.

09 Government - Tribal; To be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

09 None of the above - To designate an entry which cannot be coded.

Application Codes

Institution Codes

Describes Institution Type

03	Performing group of artists who perform works of art (an orchestra, theater, dance group)	12	Independent Press - a non-commercial publisher or printing press which issues small editions of literary and other works.
04	Performing Group , College/University - a group of college or university students who perform works of art.	13	Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
05	Performing Group Community - a group of persons which performs works of art avocationally and which may be, but is not necessarily, directed by professionals.	14	Fair Festival - a seasonal program of arts events.
06	Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.	15	Arts Center - a multi-purpose facility for arts programming of various types.
07	Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.	16	Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)
08	Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.	17	Arts Service Organization - an organization which does not, as its central function, produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organization.
09	Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (e.g., non-arts organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)	18	Union/Professional Association - include artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
10	Gallery/Exhibition Space-an organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.	19	School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.
11	Cinema - a motion picture theater organization which regularly shows films.		

Application Codes

20	School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators	31	Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.
21	School, Elementary - also called a grammar school.	32	Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks, Clubs, the Salvation Army, Junior League, etc.
22	School, Middle - also called a junior high school.	33	Correctional Institution - a prison, penitentiary, reformatory, etc.
23	School, Secondary - also called a senior high school.	34	Health Care Facility - hospital, nursing home, clinic, etc.
24	School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.	35	Religious Organization - church, synagogue, etc.
25	School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.	36	Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.
26	College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.	37	Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)
27	Library	38	Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.
28	Historical Society/Commission - a historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.	39	Government /Judicial - judges and courts of law.
29	Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g., county, state, local.)	40	Government - Legislative (House) - the representative body of government (commonly the House of Representatives) creating statutes/laws. Include representatives and related other, such as legislative research personnel.
30	Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.		

Application Codes

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|--|---|
| <p>41 Government - Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Include senators and related others, such as legislative research personnel.</p> <p>42 Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.</p> <p>43 Media - Daily Newspaper</p> <p>44 Media - Weekly Newspaper</p> <p>45 Media - Radio</p> <p>46 Media - Television</p> <p>47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.</p> | <p>48 School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.</p> <p>49 Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).</p> <p>50 Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.)</p> <p>51 Child Care Provider - An organization providing child care.</p> <p>99 None of the above.</p> |
|--|---|

Discipline codes

Describes primary area of work.

- | | |
|---|---|
| <p>01 Dance
(do not include mime; see "Theater", 04, for mime)</p> <ul style="list-style-type: none"> A ballet B ethnic/jazz include folk-inspired, see "Folk Arts", 12 C modern <p>02 Music</p> <ul style="list-style-type: none"> A band do not include jazz or popular B chamber include only music for one musician to a part C choral D new include experimental, electronic E ethnic include folk-inspired; see "Folk Arts," 12 F jazz G popular include rock H solo/recital I orchestral includes symphonic and chamber orchestra <p>03 Opera/Music Theater</p> <ul style="list-style-type: none"> A opera B musical theater | <p>04 Theater</p> <ul style="list-style-type: none"> A theater-general include classical, contemporary, experimental B mime D puppet E theater for young audiences <p>05 Visual Arts</p> <ul style="list-style-type: none"> A experimental include conceptual, new media, new approaches B graphics include printmaking and book arts; do not include graphic design: see "Design Arts," D painting include watercolor E sculpture <p>06 Design Arts</p> <ul style="list-style-type: none"> A architecture B fashion C graphic D industrial E interior F landscape architecture G urban/metropolitan |
|---|---|

Application Codes

07 Crafts

- A clay
- B fiber
- C glass
- D leather
- E metal
- F paper
- G plastic
- H wood
- I mixed media

For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

08 Photography include holography

12A: Folk/Traditional Dance

12B: Folk/Traditional Music

12C: Folk/Traditional Crafts and Visual Arts

12D: Oral Traditions (include folk/traditional storytelling)

09 Media Arts

- A film
- B audio include radio, sound installations
- C video
- D technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

13 Humanities - pertaining but no limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

10 Literature

- A fiction
- B nonfiction
- C playwriting
- D poetry

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

14 Multi-disciplinary - pertaining to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multi-disciplinary. Do not include interdisciplinary activities or events. See "Interdisciplinary", Code 11.

12 Folk Life / Traditional Arts - pertaining to oral, customary, material and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational and/or regional groups.

For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D.

15 Non-arts/Non-humanities

Note:

If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded "01-Dance"; a training conference for performing arts presenter trustees should be coded "14-Multi-disciplinary".

Application Codes

Type of Activity Codes

General description of what you plan to do.

01	Acquisition - expenses for additions to a collection.	21	Other residency - artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.
02	Audience Services - ticket subsidies, busing senior citizens to an event.	22	Seminar/Conference.
04	Creation of Work of Art/Commission.	23	Equipment Purchase/Lease/Rental.
05	Concert/Performance/Reading-include production/development.	24	Distribution of Arts - films, books, print.
06	Exhibition - include visual arts, film, video, production development.	25	Apprenticeship/Internship.
07	Facility Construction, Maintenance, Renovation. Note: Design is 04.	26	Regranting.
08	Fair/Festival - periodic/seasonal program of arts events.	27	Translation.
09	Identification/documentation - archival, educational purposes.	28	Writing About Art - include criticism.
10	Institution/Organization /Establishment - creation/development of a new institution/organization.	29	Professional Development/Training - activities enhancing career advancement.
12	Arts Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.	30	Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.
13	Marketing - see budget definitions.	31	Curriculum Development/Implementation - include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.
14	Professional support - Administrative.	32	Stabilization/Endowment/Challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves or enhance funding leverage or stabilization.
15	Professional Support - Artistic.	33	Building Public Awareness - activities designed to increase public understanding of the arts or to build public support for the arts.
16	Recording/Filming/Taping - including creation in 04, documentation in 09, publication in 17.	34	Technical Assistance - with technical/administrative functions.
17	Publication - books, manuals, newsletters.	35	Web Site / Internet Development - include the creation or expansion of existing Web sites (or sections of Web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.
18	Repair/restoration/Conservation.	36	Broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks.
19	Research Planning - Include program, evaluation, strategic planning, and establishing partnerships/collaborations between agencies.	99	None of the above.
20	School residency - Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.		

Application Codes

Grantee Race Codes

*Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.*

- A 50% or more Asian
- B 50% or more Black / African American
- H 50% or more Hispanic / Latino
- N 50% or more American Indian / Alaska Native
- P 50% or more Native Hawaiian / Pacific Islander
- W 50% or more White
- 99 no single group listed above represents 50 percent or more of staff or board or membership.

Project Race/Ethnicity Codes

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code "99".

- | | |
|-----------------------------------|--------------------------------------|
| A Asian | P Native Hawaiian / Pacific Islander |
| B Black / African American | W White |
| H Hispanic / Latino | 99 No Single Group |
| N American Indian / Alaska Native | |

Arts Education Code

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should be coded 99. For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable:

- 01 50% or more of this projects activities are arts education directed to:
 - A. K-12 students
 - B. Higher education students
 - C. Pre-kindergarten children
 - D. Adult learners (including teachers and artists)
- 02 Less than 50% of this project's activities are arts education directed to:
 - A. K-12 students
 - B. Higher education students
 - C. Pre-kindergarten children
 - D. Adult learners (including teachers and artists)
- 99 None of this project involves arts education

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your funding/activities, enter "-1".

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Budget Definitions

Activity

Refers to the specific project or range of operations proposed for MCACA funding.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Budget Definitions

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Other Expenses.”

Non-employee artistic fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, other fees and services

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include accountants; strategic planners; board development, fundraising, and other consultants in non-employee/non-artistic capacities.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Creative Artist Grants, Touring Arts, Rural Arts and Culture Grants, etc.*

Total Cash Expenses

The total of personnel through capital expenditures above.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see “Other Expenses.”

Total Cash Revenues

The total of admissions through grant amount award above.

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed are pending or confirmed by placing a “p” or “c”, next to the dollar amount.

ATTACHMENT #2, Page 1 “Your” Arts Organization Inc.

REVENUE

(p = projected) (c = confirmed)

		SUBTOTALS	TOTALS
Line 1 Admissions			
	Ticket sales		
	4 performances x 750 x \$5 per ticket	\$15,000 p	\$15,000
Line 2 Contracted services			
	7 school workshops - 7 x \$150 ea	\$1,050 c	
	2 school performances - 2 x \$350 ea	\$700 c	
		\$1,750 c	\$1,750
Line 3 Other / Memberships			
	400 x \$15 per membership	\$6,000	
	80 x \$25 per membership	\$2,000	
		\$8,000 c	\$8,000
Line 5 Corporate Support			
	The Alexander Corporation	\$2,000 p	
	15 businesses @ \$250	\$3,750 p	
	4 businesses @ \$1,000	\$4,000 p	
		\$9,750 p	\$9,750
Line 7 Other Private Support			
	Millionaire Raffle	\$7,000 p	
	Charities of Our Town	\$3,000 p	
		\$10,000 p	\$10,000
Line 16 Council request		\$11,000	\$11,000
Line 17 Total Cash Revenue		\$55,500	\$55,000

*\$55,500

(*Note: This amount should equal the amount on line 32 of the budget form.)

EXPENSES - IN-KIND

Line 21 Administrative Employees:

Executive Director - 5% of salary	\$1,250	\$1,250
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Line 25 Other fees/services (non-employee)

7 school teachers - 7% of salary		
7 x \$2,450 =	\$17,150	\$17,150

Line 26 Space Rental

Allante Elementary Auditorium		
2 performances - 2 x \$800 =	\$1,600	\$1,600

Line 33 Total In-Kind Expenses	\$20,000	\$20,000	*\$20,000
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(*Note: This amount should equal the amount on line 18 of the budget form.)

Sample Itemization

ATTACHMENT #2, Page 2 "Your" Arts Organization

EXPENSES - CASH		SUB TOTALS	TOTALS
Line 21 Administrative Employees			
Executive Director - 20% of salary	\$ 5,000	\$ 5,000	
Line 22 Artistic Employees			
Grover Dance Company (5 dancers)			
4 performances -4 x \$5,550	\$22,200		
2 performances -2 x \$1,300	\$2,600		
	\$24,800	\$24,800	
Line 24 Artistic Fees / Services			
Robert Perry (dancer)			
2 three-hour workshops - 2 x \$200	\$ 400		
John Dubin (dancer)			
1 lecture/demonstration - 1 x \$200	\$ 200		
Darla Heller (dancer)			
2 in-service 2 x \$200	\$ 400		
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x \$800	\$ 1,600		
The Mozart Symphony			
4 performances - 2 x \$2,500	\$10,000		
	\$12,600	\$12,600	
Line 26 Space rental			
Hicks theater			
4 performance - 4 x \$1,050	\$4,200	\$ 4,200	
Line 28 Marketing			
Newspaper Ads			
4 x \$180	\$ 720		
5 x \$200	\$1,000		
2 x \$780	\$1,560		
Posters			
50 x \$13	\$ 650		
	\$3,930	\$3,930	
Line 29 Other Expenses			
Ticket Agent	\$ 500		
School materials			
Dance Dream booklets - 245 x \$3	\$ 735		
Teacher guide booklets - 7 x \$5	\$ 35		
Royalties	\$2,450		
Millionaire raffle	\$1,000		
Corporate fundraising solicitation	\$ 250		
	\$4,970	\$4,970	
Line 32 Total Cash Expenses		\$55,500	*\$55,500

(*Note: This number should equal the amount reported on line 17 of the budget form.)

****NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/ expenses etc.

Test Yourself with these Questions

Take a look at the following questions. If you can answer each question “Yes” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project?
Why? How? When?
8. Have you provided a plan to assess and evaluate the impact and success of your project?
9. Are the project activities accessible to the general public? Persons with disabilities?
10. Is the facility, in which the project activities will take place, accessible to persons with disabilities?
11. Do resumes and bios of key personnel reflect relevant experience and expertise?
12. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses, etc, appropriate?
13. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
14. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

Other MCACA Programs

Artists in Residence for Education (AIR)

The Artists in Residence (AIR) program is intended to support working, professional artists within educational settings. The AIR program is a flexible residency program that allows non-profits, schools, and school districts to design artist residencies that address the educational needs and goals of local communities. Residencies may be planned from one month to an entire year.

Arts and Learning (A&L)

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. In this way, the Council increases arts instruction by engaging the various community resources available in a single effort to make the arts basic to education. There are seven funding categories including: Arts and Humanities, Arts and Technology, Intergenerational Collaboration, Cultural Exchange, Professional Development, Arts Education Initiatives and Underserved.

Arts Organizational Development Program (AOD)

The Arts Organizational Development Program provides funding for professional, small to mid-sized arts producing organizations to acquire special skills to strengthen their administrative infrastructure. The program is not designed for organizations in crisis, but is a mechanism for such organizations to reach their full potential. There are two categories of grants available in this program: (A) - Strategic Planning and (B) - Administrative Development.

Arts Projects Program

The Arts Projects Program supports projects and activities that provide quality arts and cultural programming to citizens across the state. Projects supported by this funding program are divided into 12 components: Dance, Design, Literature, Media, Multidisciplinary, Museums, Music (Chamber, Choral, Computer, Electronic, Jazz, Orchestral, Symphonic and Vocal), Opera / Musical-Theatre, Theatre, and Visual Arts.

Big Culture Lesson

The Big Culture Lesson Program is a new initiative of the Michigan Council for Arts and Cultural Affairs. Projects funded through this program will introduce teachers and students with Michigan's diverse artistic and cultural resources, generate sustainable models and arts integrated curriculum that can be shared with schools and districts throughout the state. Collaborative partnerships between educational institutions (schools/districts) and arts or cultural organizations will develop sustainable integrated models, educational curricula and resources, conduct authentic assessment and piloting of curricula, demonstrate and document the impact of arts and cultural integration and provide web based resources to be shared statewide.

Cultural Projects Program

The Cultural Projects Program supports projects which create a greater understanding and appreciation for the importance of heritage and culture to our aesthetic, economic and social growth as well as those with broad community impact and which develop the management and business skills of cultural producing and presenting organizations. There are three components: Folk Arts, Cultural/Heritage and Science and Culture.

(Continued, Next Page)

Other MCACA Programs

Capital Improvements Program

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings or operational support. Any Michigan municipality (county, city, township, or village), may request funding for projects that include capital improvements of community organizations, arts and cultural facilities and publicly owned facilities; excluding stadiums used primarily for professional sporting events.

Discretionary Grants

The Discretionary Grant Program provides funding to projects initiated by Council members and staff in response to sudden opportunities and the Michigan Arts Plan. Generally, funding for this program comes from funding returned from other Council programs during the year. Organizations may be invited to submit requests to implement Council initiatives. On occasion, for extraordinary reasons, Discretionary Grants may be awarded by the Council in response to proposals submitted to core programs. (Michigan Council for Arts and Cultural Affairs, 702 West Kalamazoo, P.O. Box 30705, Lansing, Michigan, 48909; (517) 241-4011).

Local Arts Agencies and Services Program (Locals)

The Local Arts Agencies and Services Program provides funding for organizations that deliver services to cultural groups and individual artists, in all disciplines, who foster the long term development of a community or region. Locals program applicants must be community-based, nonprofit, officially recognized arts councils, commissions, societies or organizations which are publicly accountable to provide financial and/or service support for arts and culture in the whole community which it serves. In addition, funding can also be provided for projects which support and compliment the work of local arts agencies services through the provision of services and technical assistance.

Regional Regranting Program (Minigrants)

MCACA's regional regranting program provides minigrants of up to \$4,000 for arts and cultural projects responding to local needs. Minigrants are administered for the Council by regional 19 regranting agencies throughout Michigan. Please contact the regional regranter for your county for deadlines and other information.

Rural Arts and Culture Program (Rural Arts)

The Rural Arts and Culture program is a pilot project funding arts and cultural projects in 39 targeted Michigan counties who have been identified as rural and underserved by the Council. The goal of the program is to strengthen and showcase the unique arts and culture of Michigan's rural communities through community based collaborations relating to community or regional arts, history, and culture. Eligible counties are Alcona, Antrim, Baraga, Barry, Benzie, Branch, Charlevoix, Clare, Dickinson, Eaton, Gladwin, Hillsdale, Huron, Ionia, Keweenaw, Lapeer, Lake, Leelanau, Livingston, Luce, Mackinac, Mason, Mecosta, Menominee, Missaukee, Monroe, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Sanilac, Schoolcraft, Tuscola, Van Buren, and Wexford. The Rural Arts and Culture Program is being coordinated by the Michigan State University Museum. Please contact Julie Avery and Katie Large, project staff at (517) 432-3358 for assistance.

MCACA Statewide Partnerships

Effective arts delivery, on a statewide basis, requires comprehensive expertise, experience, resources, and a highly developed communication network capable of reaching into all segments of Michigan's urban, suburban and rural communities. MCACA accomplishes this through the Partnership Program, a collaboration of diverse forms of arts and cultural information, programming, assistance and services which expand the impact and accessibility of the Council. MCACA partnerships are determined for a three year period by an application and peer review process. Partnerships are confirmed by the Council on an annual basis. FY 2004 is the first year of the funding cycle.

FY 2003 Partnerships

Creative Artists

ArtServe Michigan, in partnership with the Council, administers the Council's Creative Artists Grants Program which supports Michigan creative artists in the development of new work or the completion of works-in-progress through grants of up to \$8,000. ArtServe Michigan also provides technical assistance to individual creative artists and nonprofit entities; maintains a slide bank for individual artists; publishes "Artist Update"; operates Artists in Michigan (AIM) in which sponsoring organizations have opportunity to work with ArtServe Michigan's Creative Artist Grant (CAG) recipients and/or other ArtServe Michigan funded artists.

ArtServe Michigan

17515 West Nine Mile Road, Suite 1025
Southfield, Michigan, 48705
248/557-8288
www.artservemichigan.org.

Traditional Arts

The Michigan Traditional Arts Program (MTAP), administered by Michigan State University Museum, promotes public awareness and support for Michigan's traditional artists and traditional arts resources. In part, MTAP provides research and documentation of the work of Michigan's traditional artists; produces publications, exhibitions, and presentations and demonstrations of traditional art, music, and dance; provides technical consulting to individuals and organizations; and coordinates the Michigan Heritage Awards Program, the Great Lakes Folk Festival, the Michigan Traditional Arts Apprenticeship Program, and FOLKPATTERNS, a statewide project that engages youth in exploring their own cultural heritage.

Michigan Traditional Arts Program
Michigan State University Museum
East Lansing, Michigan 48824
517/355-2370

<http://museum.cl.msu.edu/s-program/MTAP/>

Arts Education

In collaboration with the Michigan Department of Education (MDE), MCACA and other partners will work to develop programs and initiatives to support arts education activities and professional development opportunities for teachers, artists and arts organizations. MDE and MCACA promote arts education, arts integration, teacher certification, and the support and recognition of best practices.

Ana Cardona, Fine Arts Education Consultant
Michigan Department of Education
Curriculum Development Program
P.O. Box 30008
Lansing, MI 48909
(517) 335-0466
cardona@state.mi.us
www.mde.state.mi.us

Design

Design Michigan, a partnership with the Cranbrook Educational Community, encourages the use of good design in the public and private sector. Activities include general design information and technical assistance counseling, educational programming, lectures and workshops in the areas of architecture, urban design, landscape architecture, interior, industrial and graphic design.

Design Michigan/Cranbrook
Educational Community
1221 N. Woodward Ave., P.O. Box 801
Bloomfield Hills, MI 48303-0801
248/645-3554
www.designmichigan.org

MCACA Statewide Partnerships

Research

The Center for Arts and Public Policy, at Wayne State University, conducts research and offers data, information, and publications about Michigan's creative arts and culture industry. In addition, the Center explores public policy issues, in both public and private sectors, affecting the cultural environment. The Center convenes related conferences and workshops and has examined issues such as supplemental funding of the arts, community building through the arts, and the economic impact of non-profit arts organizations.

Dr. Bernard L. Brock
CAPP, 5104 Gullen Hall, Wayne State University,
Detroit, MI 48202
313 577-2952
www.research.wayne.edu/artpolic.html

Touring Arts and Humanities

The Touring Arts and Humanities Program provides grants and workshops to assist Michigan arts and other nonprofit groups in sponsoring performances and exhibitions by juried Michigan artists. Publications available are: "Michigan Touring Arts Directory" and "Guide to Michigan Presenters." The program is administered by The Michigan Humanities Council

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Arts / Cultural Services

The Michigan Association of Community Arts Agencies partnership strengthens local arts organizations through networking on a regional and national basis, serving as an information clearing house, providing management assistance consultancies and financial support for training/professional development of local arts leaders.

Michigan Association of Community Arts Agencies
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Humanities

The Humanities partnership develops and implements a statewide arts/humanities radio project in collaboration with Michigan Public Radio to promote the state's artists and arts and cultural organizations. Michigan Great Outdoors Cultural Tour partnership provides history and cultural interpretive programs throughout the state at local, state, and national parks and historic sites.

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Community Artist Residencies

The Community Artist Residency Program is a technical assistance and grant program to provide creative artists residencies and mentorships for communities, as a resource for community problem solving. Issues such as education, design, human services, economic development, at risk youth programming and others will be explored.

Michigan Association of Community Arts Agencies
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Michigan Youth Arts Festival

The Michigan Youth Arts Festival is an annual festival created to embrace the finest artistic talent in Michigan's high schools. Over 60,000 students across the state become involved in the adjudication processes, resulting in over 900 students participating in the event. Disciplines include dance, drama, instrumental and vocal music, visual arts, creative writing, film and video. Between rehearsals and performances students benefit from master classes and workshops presented by working professionals in the arts.

MI Youth Arts Festival
359 S. Burdick St., Ste 203
Kalamazoo, MI 49007
269/342-1400
www.wmich.edu/cfa/myaf

Regional Regranting Agencies

MCACA's Regional Regranting Program provides Minigrants of up to \$4,000 for arts projects responding to local needs. Minigrants are administered for the Council by Regional Regranting Agencies throughout Michigan. Please contact your county's Regional Regranter(see page 41) for information.

- 1 City of Detroit**
Cultural Affairs Department
1240 City-County Building
Detroit, MI 48226
James Hart / Tara Danforth Brown
313 224-3470 313 224-3399 fax
www.ci.detroit.mi.us/culturalaffair
email - jeh@itsd.ci.detroit.mi.us
County: Wayne
- 2 Oakland County Office of Arts, Culture & Film**
Executive Office Bldg.
1200 N. Telegraph Rd.
Pontiac, MI 48341-0403
Kristie Everett Zamora
248 858-0415 248 452-9172 fax
www.co.oakland.mi.us/arts/
email --zamorak@co.oakland.mi.us
County: Oakland
- 3 The Art Center**
125 Macomb Place
Mt. Clemens, MI 48043
Elaine Hommowun / Jo-Anne Wilkie
586 469-8666, Ext. 109 586 469-4529 fax
email – minigrants3@aol.com
Counties: Macomb, St. Clair
- 4 Non Profit Enterprise at Work**
1100 N. Main St.
Ann Arbor, MI 48104
Daran Smith
734 998-0160 734 998-0163 fax
www.new.org
email – dsmith@new.org
Counties: Livingston, Monroe, Washtenaw
- 5 Greater Flint Arts Council**
816 S. Saginaw
Flint, MI 48502
Cathy Johnson / Greg Fiedler
810 238-6875 810 238-6879 fax
www.gfn.org/gfac
email – cathyjohnson2@prodigy.net
Counties: Genesee, Lapeer
- 6 Arts Council of Greater Lansing**
425 S. Grand Ave.
Lansing, MI 48933
Marcia Ditchie
517 372-4636 517 484-2564 fax
www.lansingarts.com
email – lansingartsmarcia@hotmail.com
Counties: Clinton, Eaton, Ingham, Shiawassee
- 7 Northeast Michigan Arts Council**
3233 Grove Rd., P.O. Box 238
Standish, MI 48658
Gail Schmidt
989 846-4577 989 846-9751 fax
www.centurytel.net/nemac
email – gschmidt@mea.org
Counties: Arenac, Bay, Midland, Saginaw
- 8 Arts Council of Greater Grand Rapids**
161 Ottawa NW, Suite 300
Grand Rapids, MI 49503
Janelle Thompson / Iliana Ordaz-Jeffries
616 459-2787 616 459-7160 fax
www.artsggr.org
email – jthompson@iserv.net
Counties: Ionia, Kent, Lake, Mecosta, Montcalm, Newaygo, Osceola
- 9 Cheboygan Area Arts Council**
P.O. Box 95
Cheboygan, MI 49721
Joann Leal / Marilyn Florek
231 627-5432 231 627-2643 fax
www.theoperahouse.org
email – jpl@nmo.net
Counties: Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle

Regional Regranting Agencies

- | | |
|---|--|
| <p>10 Traverse Area Arts Council
 c/o 9791 Avondale Lane
 Traverse City, MI 49684
 Diane Hubert
 231 922-9429
 www.traversearts.org
 email – dhubert@chartermi.net
 Counties: <i>Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford</i></p> | <p>15 Arts Council of Greater Kalamazoo
 Epic Center
 359 S. Burdick, Suite 203
 Kalamazoo, MI 49007
 Anne Mehring / Barb Harkins
 269 342-5059 269 342-6531 fax
 www.kazooart.org
 email – anne@kazooart.org
 Counties: <i>Barry, Berrien, Cass, Kalamazoo, St. Joseph, Van Buren</i></p> |
| <p>11 Eastern Upper Peninsula Planning
 524 Ashmun, P.O. Box 520
 Sault Ste. Marie, MI 49783
 MaryAnn Harrington / Ellen Benoit
 906-635-1581 906 632-4255 fax
 www.eup-planning.org
 email – ebenoit@up.net
 Counties: <i>Chippewa, Luce, Mackinac</i></p> | <p>16 United Arts Cncl. of Calhoun Cnty.
 P.O. Box 1079
 Battle Creek, MI 49016
 Kevin Henning / Jessica Russell
 616 441-2700 616 441-2707 fax
 www.unitedartscouncil.org email-
 kevinhenning@unitedartscouncil.org
 Counties: <i>Branch, Calhoun, Hillsdale, Jackson, Lenawee</i></p> |
| <p>12 Central Upper Peninsula Planning
 2415 14th Avenue South
 Escanaba, MI 49829
 Peter Van Steen
 906 786-9234 906 786-4442 fax
 email – cuppad@chartermi.net
 Counties: <i>Alger, Delta, Dickinson, Marquette, Menominee, Schoolcraft</i></p> | <p>17 Huron County Economic Development
 250 E. Huron Ave., Room 303
 Bad Axe, MI 48413
 Carl Osentoski / Laura Weber
 989-269-6431 989 269-8209 fax
 www.huroncounty.com
 email - carl@huroncounty.com
 Counties: <i>Huron, Sanilac, Tuscola</i></p> |
| <p>13 Copper Country Comm. Arts Cncl.
 126 Quincy Street
 Hancock, MI 49930
 Susan Burack
 906 482-2333 906 482-0177 fax
 email – sburack@up.net
 Counties: <i>Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon</i></p> | <p>18 Art Reach of Mid Michigan
 P.O. Box 166
 Mt. Pleasant, MI 48804-0166
 Katherine Hunt
 989-773-3689
 www.artreachcenter.org
 email - khunt@edcen.ehhs.cmich.edu
 Counties: <i>Clare, Gladwin, Gratiot, Isabella</i></p> |
| <p>14 Holland Area Arts Council
 150 East 8th Street
 Holland, MI 49423
 Helen Zeerip / Jason Kalajainen
 616 396-3278 616 396-6298 fax
 www.hollandarts.org
 email – haac@macatawa.org
 Counties: <i>Allegan, Mason, Muskegon, Oceana, Ottawa</i></p> | <p>19 CRAFT Center
 606 Lake Street, P.O. Box 658
 Roscommon, MI 48653
 Peggy Diss
 989-389-4255
 www.craftcenter.com
 email – dissp@ejourney.com
 Counties: <i>Alcona, Crawford, Iosco, Ogemaw, Oscoda, Roscommon</i></p> |

Regranting County/Region

Regional Regranting /Minigrant Program

The following lists all Michigan counties in alphabetical order. To find your Regional Regranting agency, locate your county on the list. After the name of each county is the number of its Regranting Region.

County	Region	County	Region
Alcona	19	Lapeer	5
Alger	12	Lake	8
Allegan	14	Leelanau	10
Alpena	9	Lenawee	16
Antrim	10	Livingston	4
Arenac	7	Luce	11
Baraga	13	Mackinac	11
Barry	15	Macomb	3
Bay	7	Manistee	10
Benzie	10	Marquette	12
Berrien	15	Mason	14
Branch	16	Mecosta	8
Calhoun	16	Menominee	12
Cass	15	Midland	7
Charlevoix	9	Missaukee	10
Cheboygan	9	Monroe	4
Chippewa	11	Montcalm	8
Clare	18	Montmorency	9
Clinton	6	Muskegon	14
Crawford	19	Newaygo	8
Delta	12	Oakland	2
Dickinson	12	Oceana	14
Eaton	6	Ogemaw	19
Emmet	9	Ontonagon	13
Genesee	5	Osceola	8
Gladwin	18	Oscoda	19
Gogebic	13	Otsego	9
Gr Traverse	10	Ottawa	14
Gratiot	18	Presque Isle	9
Hillsdale	16	Roscommon	19
Houghton	13	Saginaw	7
Huron	17	Sanilac	17
Ingham	6	Schoolcraft	12
Ionia	8	Shiawassee	6
Iosco	19	St Clair	3
Iron	13	St Joseph	15
Isabella	18	Tuscola	17
Jackson	16	Van Buren	15
Kalamazoo	15	Washtenaw	4
Kalkaska	10	Wayne	1
Kent	8	Wexford	10
Keweenaw	13		

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